

# **Application for Minor Subdivision**

Date Stamp

City Planning & Development Department City Hall, 414 E. 12<sup>th</sup> Street, 15<sup>th</sup> floor; Kansas City, MO 64106-2795 Phone (816) 513-2846 | Facsimile (816) 513-2838 | www.kcmo.org/planning

Refer to Development Guide for additional information

For Office Use Only: Case Number:						
KIVA Number: BLSP	BCPT	Receipt Number:	Filing Fee S	\$		
1. Request (88.535)						
Lot Split		Lot Line Adjustment	•			
☐ Lot Consolidation		☐ Condominium Plat	•			
2. Applicant/Owner/0	Contact Informatio	_				
		City & State				
		Only & State )Email				
relephone (	r ux <u>t</u>	<u>/</u>				
Property Owner(s) (if different from applicant)						
		City & State				
Telephone ()	Fax (	) Email				
Firm Preparing Plat/Agen	t	Contact				
		City & State				
Telephone ()	Fax (	<u>)                                    </u>				
All correspondence sho	ould be sent to (chec	ck one): □Applicant	☐Property Owner	□Firm/Agent		
2. Dualant Informatio	_					
3. Project Informatio		(')				
•	•	tion)				
· · · · · · · · · · · · · · · · · · ·			•	-		
		Section				
Lot number(s) and subdivision name, if part of an existing plat						
Condominium Plat: Case No. of applicable Approved Preliminary Development Plan <i>or</i> Preliminary Plat						
Condominium Plat: Con	trolling Ordinance N	o. of Approved Developmen	t Plan <i>or</i> Preliminary Plat <sub>-</sub>			
4. Application Fee						
☐ Lot Split						
-	\$207 plus \$3 per lot	/unit Proposed	No. of lots/units:			
	al: \$207 plus \$62 pe					
☐ Lot Line Adjustment or Lot Consolidation \$207 plus \$3 per lot. Proposed No. of lots:						
☐ Condominium Plat \$207 plus \$3 per unit, not to exceed \$1,813. Proposed No. of units:						

5.	Applicant's Declaration
	To ascertain that this submittal is complete, please check:
	Completed Application Form, plus one (1) copy
	Required Filing Fee, payable to the KCMO City Treasurer, in the amount of \$
	Certificate of Survey (5 folded copies or <b>8 folded copies for Condominium Plats</b> )
	Ownership Information Certificate (2 copies)
	Condominium Declarations
	Digital submittal of Condominium Plat on a CD in PDF format.
6.	A Preapplication Consultation prior to filing an application for a minor subdivision is encouraged, but not required. Please indicate whether you have met with a planner.
	The applicant has discussed this application with a staff planner in the Development Management Division of the City Planning and Development Department, as follows.
	PlannerDate
	Signature
	Printed NameDate

Form Revised May 1, 2012

#### **MINOR SUBDIVISION PROCESS**

#### City Plan Commission, Kansas City, Missouri

- 1. Authority: Chapter 88-535.
- **2. Purpose:** Allows the creations of up to five (5) parcels of land without approval of a subdivision plat.

## 3. General Requirements:

ALL lots or tracts created by a Certificate of Survey must meet the following requirements without variance:

- ✓ Provide a minimum of 50 feet of frontage on a dedicated and built public street, except as provided by the Development Ordinance;
- ✓ Conform to the requirements of the Development Ordinance for lot area and lot design;
- ✓ Conform to lots in surrounding area;
- ✓ Pay money in lieu of parkland dedication for new lots created;
- ✓ Be served by existing public water; no new parcels may be created that are served by well or hauled water;
- ✓ Lots created with less than three acre of area must be served by existing sanitary sewer;
- ✓ Townhouse or common wall units must conform to all applicable requirements of Chapter 18, Buildings.

## 4. Requirements for initial submittal:

Application Form, plus one (1) copy
Filing fee (see schedule on Application Form)
Five (5) folded copies (8 folded copies for Condominium Plats) of a Certificate of Survey prepared by a
Missouri registered land surveyor. Surveys shall be folded so as to fit into an 8½" x 14" case file folder
and shall include the following items:

- 1. Legal description of each parcel being created;
- 2. Name, address, and phone number of firm preparing said certificate of survey;
- 3. A drawing showing the lots described in said legal description;
- 4. Verbiage on the face of the survey for the owners acknowledgment and the notary public witnessing such signatures:
- 5. North arrow, scale, date, seal of surveyor and location sketch;
- 6. Existing street rights-of-way and all street improvements, including pavement width, sidewalks, curbs, gutters and street lights;
- 7. All easements of record documented as shown in the record information certificate;
- 8. All existing improvements on the site, including buildings, driveways, and utilities.
- 9. Existing street address of any existing buildings.
- Two (2) copies of a Record Information Certificate, prepared by a title company and current within 90 days of the Effective date, which indicate the following:
  - 1. Ownership of the property:
  - 2. Legal Description;
  - 3. Existing easements of record;
  - 4. Deeds of trust or mortgages on the property (subordination and/or partial deeds of release will be required):
  - 5. Status of City and County Real Estate Taxes and any special taxes or assessments.
- **5.** The certificate of survey is reviewed by City staff for conformance with the requirements listed above in Part
  - 3. Upon completion of the review, the applicant is sent a letter confirming the approval or denial of their request. An approval letter may contain a list of additional requirements that will need to be complied with prior to final approval, as well as a copy of the preliminary certificate of survey marked with corrections to be made prior to receiving the City's final approval.

## 6. Final submittal:

- ✓ Six (6) rolled paper copies of survey. To aid in the recording of these instruments, they should NOT be folded.
- ✓ The Certificate of Survey must be signed by the current property owner(s) in the presence of a notary public and the surveyor preparing drawing.
- ✓ The surveys will be stamped "Approved; No Plat Required" by City Development Department Staff.
- ✓ The stamped approved survey will be distributed as follows:
  - 1.) Two (2) copies to applicant for recording in appropriate county.\*
  - 2.) Four (4) recorded copies to the City, with copies distributed to:
    Development Services, Land Development (two copies); Plans Management Branch (1); and
    Development Management case file (1).
    - \* In addition, two (2) Mylar copies of the survey are required for recording in Jackson County